

# CCPRO Board of Directors Minutes – August 2016

September 26, 2016, 11:00 a.m. – 12:00 p.m.

## 1. Call to Order

Laura Gropen called the meeting to order at 11:03 a.m.

## 2. Roll Call

Name	College/District	Absent/Present
Cheryl Broom	MiraCosta College	P
Connie Chavez	Yosemite CCD	P
Tere Fluegeman	South Orange County CCD	A
Ann Garten	El Camino College	A
Laura Gropen	Palomar College	P
Sheryl Herchenroeder	Chaffey College	P
Anne Krueger	Grossmont-Cuyamaca CCD	P
Tim Leong	Contra Costa CCD	P
Bev Madden	College of San Mateo	P
Karin Marriott	Mt. San Jacinto College	A
Lauren Milbourne	Cuesta College	P
Walleed Nasr	Santa Monica College	A
Megan Rodriguez	Canada College	P

## CONSENT AGENDA

### 3. Approval of August 2016 Minutes

A motion was made to approve the minutes from August 2016 with slight corrections (correcting the spelling of Laura Gropen's name and replacing "College of San Mateo" with "San Mateo CCD"). (M/S/U – L. Milbourne / C. Broom)

### 4. Treasurer's Report

S. Herchenroeder presented the following September 2016 Treasurer's Report:

Wells Fargo account – \$62,323.94

Paypal – \$1,000.00

Total = \$63,323.94

A motion was made to approve the September 2016 Treasurer's Report (M/S/ – A. Krueger / B. Madden) and the following discussion was held. A process is needed for the usage of the PayPal account. It was also brought up that the Wells Fargo account should have a second signatory. It was debated whether that second signatory should be the CCPRO president or vice president. An official process and procedure for both are needed in order to institutionalize the matters for future Board members. S. Herchenroeder was directed to draft a procedure for both and review at the October Board meeting.

The above mentioned motion was amended to read: "to include adding the CCPRO Board president or vice president as a signatory on the Wells Fargo CCPRO bank account, and for PayPal account usage guidelines to be included in the CCPRO bylaws. The Treasurer will develop procedures to support the process." (M/S/U – B. Madden/C. Chavez)

## **ACTION ITEMS**

### **5. CCPRO 2017 Conference Graphics/Logo**

The graphic designer submitted four CCPRO 2017 Conference logo designs for consideration. The group was directed to individually email A. Krueger with their first and second choices. The deadline for logo selection is October 10. Once it is selected, a 'save the date' with the logo needs to be sent out.

L. Gropen stated that currently there is no CCPRO Conference Workshop/Presentation Coordinator. Until one is named, B. Madden will serve in this role and coordinate the conference call for presenters. Ongoing conference planning meetings need to be organized.

### **6. CCPRO Awards & Inclusion of Chancellor's Office**

Via email, K. Marriott communicated that she continues to discuss this matter with others and requests that this item be moved to the next agenda.

L. Gropen noted that the Chancellor's Office submits entries to NCMPR's annual awards.

The call for CCPRO award submissions needs to be sent in November.

### **7. Bylaw Revision Review & Recommendation**

T. Leong stated that he will email the current by-law revisions for review; a discussion on the revisions will be agendaized for the next meeting. T. Leong added that the intent is to gather feedback on the current set of revisions in order to ensure that the task force is moving in the right direction before revisions are made to other by-laws

## **DISCUSSION ITEMS**

### **8. 2015-16 Membership Drive/Update**

L. Gropen stated that she has reviewed membership prices and early bird rates and dates. The intent is to have all the details for next year's membership drive solidified so that information can be distributed at the CCPRO conference.

L. Gropen added that she needs the web host platform GoDaddy account credentials so that the website can be updated. T. Leong stated that he has the credentials and will email to L. Gropen after the meeting.

### **9. Chancellor's Office Webinar Update**

The Chancellor's Office is launching new brand strategies for things like CCC Apply and CTE. A webinar will be held to announce the launch. An email from the Chancellor's Office will be sent soon with details.

L. Gropen stated that she will contact the Community College League of California (CCLC) regarding its contract with CCPRO. This topic will be agendaized for discussion for the next meeting.

It was noted that North Orange CCD will be the host college for the 2017 CCPRO conference and its chancellor will speak at the conference.

B. Madden announced that she is retiring from San Mateo CCD at end of the calendar year.

The meeting concluded at 11:54 a.m.